

## HOW TO COMPLETE YOUR ANNUAL RENTAL MOTOR VEHICLE AND TOUR VEHICLE SURCHARGE TAX RETURN (FORM RV-3)

### INTRODUCTION

These instructions will assist you in filling out your annual Rental Motor Vehicle and Tour Vehicle Surcharge Tax return (Form RV-3) correctly.

The rental motor vehicle and tour vehicle surcharge tax annual return and reconciliation (Form RV-3), is used to summarize your rental motor vehicle and tour vehicle surcharge tax activities for the entire tax year. It may also be used to correct errors on the periodic tax returns (Form RV-2). As long as your total number of rental vehicles days, number of months for tour vehicles, taxes due, penalty and interest are accurately reported and paid in full on your periodic returns, no additional tax will be due when filing the annual return. Form RV-3 must be filed in addition to (not in lieu of) the periodic rental motor vehicles and tour vehicles surcharge tax returns.

**If you had no activity for the entire year, enter "0" on lines 8 and 17. Please note that this return must be filed.**

The annual tax return must be filed on or before the 20th day of the 4th month following the close of your taxable year. For example, if you are a calendar-year taxpayer (i.e. your tax year ends on December 31), then your annual tax return must be filed on or before April 20, of the following year.

To properly enter the necessary information into our computer system, the tax returns must be filled in completely and accurately.

If you have any questions, please contact your district tax office. The street addresses and telephone numbers are listed below.

### DISTRICT OFFICES & TELEPHONE NUMBERS

#### **OAHU DISTRICT OFFICE**

First Taxation District  
830 Punchbowl Street  
Honolulu, HI 96813

(808) 587-4242  
Toll Free 1-(800)-222-3229

#### **MAUI DISTRICT OFFICE**

Second Taxation District  
State Office Building  
54 High Street  
Wailuku, HI 96793

(808) 984-8500

#### **HAWAII DISTRICT OFFICE**

Third Taxation District  
State Office Building  
75 Aupuni Street  
Hilo, HI 96720

(808) 974-6321

#### **KAUAI DISTRICT OFFICE**

Fourth Taxation District  
State Office Building  
3060 Eiwa Street  
Lihue, HI 96766

(808) 274-3456

## FILLING IN YOUR FORM RV-3 (ANNUAL RETURN AND RECONCILIATION)

Follow the example presented in *Italics* for a sample of how to fill out the form. The circled numbers on the sample form correspond to the steps in the instructions.

*Example: A taxpayer "BTK Rentals and Tour Vehicles" (BTK), with registration no. 10009876, files its annual return for the taxable year. BTK has twenty rental cars, two vans, and one bus on Oahu. BTK also has ten rental cars on Maui. For the car rentals, the twenty cars on Oahu were rented for a total of 6,900 rental days. The ten cars on Maui were rented for a total of 3,240 rental days. Of the two vans on Oahu, one was out of service for two months, otherwise both vans were in service for at least a portion of each month, giving BTK a total of 22 "van-months." The bus was in service for all 12 months, for a total of 12 "bus-months."*

### THE TOP OF THE TAX RETURN (fig. 3.0)

**STEP 1** — If you are a calendar year taxpayer and the year is not printed on the form, write the year in the area provided. If you are a fiscal year taxpayer, enter the month, day, and year your fiscal year ends.

**STEP 2** — If your name (i.e. the taxpayer's name printed on the license) is not printed on the form, write it in the area provided.

**STEP 3** — If your rental motor vehicle and tour vehicle registration number is printed on the form, make sure it is correct. If the preprinted number is incorrect, cross the number out, and write in the correct number. If the number is not printed on the form, write it in the area provided.

FORM RV-3 (Rev. 1995)	STATE OF HAWAII — DEPARTMENT OF TAXATION <b>RENTAL MOTOR VEHICLE AND TOUR VEHICLE SURCHARGE TAX ANNUAL RETURN &amp; RECONCILIATION</b>	DO NOT WRITE IN THIS AREA <b>76</b>
FOR TAX YEAR ENDING <u>1</u> 1996		
NAME: <u>2</u> K RENTALS AND TOUR VEHICLES		
		R.V. I.D. NO. <u>1</u> <u>3</u> <u>0</u> <u>0</u> <u>9</u> <u>8</u> <u>7</u> <u>6</u>

fig. 3.0

### COMPUTING THE TAXES (fig. 3.1)

**STEP 4** — Complete Lines 1 through 4, Columns A through C, just as you did on your periodic tax returns. The difference between the period and annual tax returns is that the numbers reported on the annual tax return represent the total of rental days, van-months, and bus-months in the applicable districts for the entire year.

*Example: BTK had 6,900 rental days for Oahu and has inserted that figure in Column A, Line 1. BTK also had 3,240 rental days on Maui, and has entered that figure in Column A, Line 2. BTK had 22 van-months on Oahu, and has entered that figure in Column B, Line 1. In Column C, Line 1, BTK had 12 bus-months on Oahu, and has entered that figure in Column C, Line 1.*

The annual return is a reconciliation of the number of rental motor vehicle days, the number of van-months, and the number of bus-months, in the applicable districts, with the numbers reported on the periodic tax returns. If an error was made on one or more of the periodic tax returns in reporting the number of rental days, the number of van-months, or the number of bus-months, in the applicable districts, the annual tax return reporting the revised amounts will correct the amounts reported on your periodic returns for the taxable year and show the amount of any additional taxes payable or refund due.

**STEP 5** — Enter the totals for Lines 1 through 4 of Columns A through C in these spaces.

*Example: In Column A, Line 5, BTK has entered 10,140, representing the total number of rental motor vehicle-days. In Column B, Line 5, BTK has entered 22, the total number of van-months. In Column C, Line 5, BTK has entered 12, the total number of bus-months.*

**STEP 6a** — In Columns A, multiply the number entered on Line 5 by the tax rate of \$2 (Line 6) and enter the result on Column A, Line 7.

*Example: BTK has multiplied 10,140 (the number of vehicle-days) entered on Line 5 by \$2 (the tax rate listed on Line 6) to get \$20,280, which has been entered on Column A, Line 7. ( $10,140 \times \$2 = \$20,280$ ).*

**STEP 6b** — In Columns B, multiply the number entered on Line 5 by the tax rate of \$15 (Line 6) and enter the result on Column B, Line 7.

*Example: BTK has multiplied 22 (the number of van-months) entered on Line 5 by \$15 (the tax rate listed on Line 6) to get \$330, which has been entered on Column B, Line 7. ( $22 \times \$15 = \$330$ ).*

**STEP 6c** — In Columns C, multiply the number entered on Line 5 by the tax rate of \$65 (Line 6) and enter the result on Column C, Line 7.

*Example: BTK has multiplied 12 (the number of bus-months) entered on Line 5 by \$65 (the tax rate listed on Line 6) to get \$780, which has been entered on Column C, Line 7. ( $12 \times \$65 = \$780$ ).*

		COLUMN A	COLUMN B	COLUMN C		
		Rental Motor Vehicle Surcharges Enter the Number of Motor Vehicle Days <b>4</b>	Tour Vehicle Surcharges Tax Enter the Number of Tour Vehicles 8 - 25 Passengers <b>4</b>	Tour Vehicle Surcharges Tax Enter the Number of Tour Vehicles 26 or More Passengers <b>4</b>		
CHECK OR MONEY ORDER HERE.	1	OAHU DISTRICT	6,900	22	12	1
	2	MAUI DISTRICT	3,420			2
	3	HAWAII DISTRICT				3
	4	KAUAI DISTRICT				4
	5	TOTALS (Add lines 1 thru 4 of columns A, B, and C)	<b>5</b> 10,140	<b>5</b> 22	<b>5</b> 12	5
	6	RATES	\$2	\$15	\$65	6
	7	TAXES (Multiply line 5 by line 6 of columns A, B, and C)	<b>6a</b> 20,280 00	<b>6b</b> 330 00	<b>6c</b> 780 00	7

fig 3.1

## FINISHING THE TAX RETURN (fig. 3.2)

**STEP 7** — Add Columns A through C, Line 7, and enter the total on Line 8. This is the total tax due. **CAUTION: LINE 8 MUST BE FILLED IN.** If you do not have any rental motor vehicle nor tour vehicle activity and therefore have no tax due, enter a zero (0) on Lines 8 and 17.

*Example: BTK has added \$20,280, \$330, \$780 for a total of \$21,390, which has been entered on Line 8.*

**STEP 8** — On Lines 9 and 10, add all the penalties and interest which have been assessed on taxes owed on the periodic tax returns for the taxable year.

**STEP 9** — Add Lines 8, 9, and 10, and enter the result on Line 11.

**STEP 10** — Add the total amount of rental motor vehicle and tour vehicle surcharge taxes paid with your periodic tax returns and, if any, delinquency notices for the taxable year. Enter this amount on Line 12.

**STEP 11** — Enter the amount of tax paid with any assessment notices for the taxable year on Line 13.

**STEP 12** — Enter the amount of any penalty paid with your periodic tax returns, delinquency notices, or assessment notices for the taxable year on Line 14 in the space provided to the right of "Penalties \$."

**STEP 13** — Enter the amount of any interest paid with your periodic tax returns, delinquency notices, or assessment notices for the taxable year on Line 14 in the space provided to the right of "Interest \$."

**STEP 14** — Add the amount of penalty and interest paid, and enter the total on Line 14 at the far right.

**STEP 15** — Add the amounts on Lines 12 through 14 and enter the total on Line 15.

**STEP 16** — Compare the amounts on Lines 11 and 15. If the amount on Line 11 is **THE SAME AS** Line 15, enter "0" on Line 17, and go on to Step 21 below.

If the amount on Line 11 is **LESS THAN** Line 15, subtract Line 11 from Line 15, and enter the result on Line 16 (this is your credit to be refunded to you), and go to Step 21 below.

**STEP 17** — If the amount on Line 11 is **MORE THAN** Line 15, subtract Line 15 from Line 11 and enter the result on Line 17. This is your taxes now due and payable. Calculate penalty and interest on this amount if the annual return is filed after the due date. If you had no activity for the entire year, enter "0" on Line 17. Please note that this return must still be filed.

**STEP 18** — If you file a tax return after the due date, and if there is tax due on the return, then penalty assessed at the rate of 5% per month, or part of a month from the due date to the filing date, to a maximum of 25%, and interest assessed at the rate of 2/3 of 1% per month, or part of a month, on the unpaid tax and penalty will be charged.

Enter the amounts for Penalty and Interest on Lines 18a and 18b, respectively. If you are unable to compute the penalty and interest, the Department will compute it for you and send you a statement.

**STEP 19** — If you have taxes now due, write the amount of your total payment due including any penalty and interest on Line 19.

**STEP 20** — If you have an amount on Line 19, please enter the amount of payment to be remitted with this return on Line 20. If you are not making a payment, enter a zero (0).

ATTACH C	8	TOTAL TAXES (Add line 7, columns A thru C, and enter here) .....	7	21,390	00	8
	9	PENALTY (ON LINE 8) .....	8			9
	10	INTEREST (ON LINE 8) .....				10
	11	TOTAL AMOUNT DUE (Add lines 8, 9, and 10; Enter amount here.) .....	9	21,390	00	11
	12	Total taxes paid on monthly, quarterly, or semiannual returns for the period .....	10	21,390	00	12
	13	Additional assessments paid for the period, if included above .....	11			13
	14	Penalties \$ <b>12</b> Interest \$ <b>13</b> paid during the period .....	14			14
	15	TOTAL PAYMENTS MADE (Add lines 12, 13, and 14) .....	15	21,390	00	15
	16	CREDIT TO BE REFUNDED (Line 15 minus line 11) .....	16		00	16
	IF YOU DO NOT HAVE ANY ACTIVITY, AND THE RESULT IS NO TAX LIABILITY, ENTER "0" ON LINES 8 AND 17. THIS RETURN MUST BE FILED.		17	TOTAL TAXES DUE (Line 11 minus line 15)		17
<b>FOR LATE FILING ONLY</b> —————>		18a	PENALTY		18	
		18b	INTEREST		18	
19	TOTAL AMOUNT NOW DUE AND PAYABLE (Add lines 17 and 18) .....		19			19
Make check payable to "HAWAII STATE TAX COLLECTOR" in U.S. dollars drawn on any U.S. bank. Write your rental motor vehicle and tour vehicle registration number and the period of payment on the		20	PLEASE ENTER AMOUNT OF YOUR PAYMENT —————>		20	

fig 3.2

## **SIGNING THE RETURN** (fig. 3.3)

**STEP 21** — Sign your tax return. The sole proprietor, a partner, corporate officer, or an authorized agent must sign; state his/her title; and write the date the return is signed.

<div style="border: 1px solid black; height: 150px; margin-bottom: 5px;"></div> <div style="font-size: small;">THIS SPACE FOR DATE RECEIVED STAMP</div>	<p>I declare, under the penalties set forth in section 231-36, HRS, that this is a true and correct return, prepared in accordance with the provisions of the Rental Motor Vehicle and Tour Vehicle Surcharge Tax Law and the rules issued thereunder.</p> <p style="font-size: x-small;">IN THE CASE OF A CORPORATION OR PARTNERSHIP, THIS RETURN MUST BE SIGNED BY AN OFFICER, PARTNER, OR DULY AUTHORIZED AGENT.</p>					
	<div style="display: flex; align-items: center;"><div style="flex: 1;"><u>Betty Aloha</u> <small>SIGNATURE</small></div><div style="text-align: center; margin: 0 10px;"><div style="border: 1px solid black; border-radius: 50%; width: 30px; height: 30px; display: flex; align-items: center; justify-content: center; margin: 0 auto;">21</div><div style="margin-top: 5px;">21</div></div><div style="flex: 1;"><u>Comptroller</u> <small>TITLE</small></div></div>		<div style="display: flex; align-items: center;"><div style="flex: 1;"><u>4/15/97</u> <small>DATE</small></div></div>			
	<b>MAILING ADDRESSES:</b>					
	<table style="width: 100%; font-size: x-small;"><tr><td style="width: 25%;">Oahu District Office P. O. Box 2430 Honolulu, HI 96804-2430</td><td style="width: 25%;">Maui District Office P. O. Box 1427 Wailuku, HI 96793-6427</td><td style="width: 25%;">Hawaii District Office P. O. Box 937 Hilo, HI 96721-0937</td><td style="width: 25%;">Kauai District Office P. O. Box 1687 Lihue, HI 96766-5687</td></tr></table>			Oahu District Office P. O. Box 2430 Honolulu, HI 96804-2430	Maui District Office P. O. Box 1427 Wailuku, HI 96793-6427	Hawaii District Office P. O. Box 937 Hilo, HI 96721-0937
Oahu District Office P. O. Box 2430 Honolulu, HI 96804-2430	Maui District Office P. O. Box 1427 Wailuku, HI 96793-6427	Hawaii District Office P. O. Box 937 Hilo, HI 96721-0937	Kauai District Office P. O. Box 1687 Lihue, HI 96766-5687			

FORM RV-3 **76**

fig 3.3

## **SENDING IN THE TAX RETURN AND PAYMENT**

Attach a check made payable to the **"HAWAII STATE TAX COLLECTOR"** in U. S. dollars to the tax return. Write "RV," your R.V. registration number, and taxable year on the check so that it may be properly credited to your account.

Send both the tax return and check to the **OAHU DISTRICT OFFICE** or at any of the district offices. The addresses are at the bottom of Form RV-3. If you prefer, you may drop off your tax return and payment at any district office.